

Coordinating the Evaluation Process

The Service Coordinator begins coordinating the evaluation process with the family. The purpose is to gather and exchange pertinent information between family members and providers to shape the evaluation process.

The Service Coordinator plans the evaluation process with the family by discussing the types of assessments, the role of the family during the evaluation process, the location and time of the assessments, and when and how results of the evaluation will be shared.

The Service Coordinator gathers pertinent records related to the child's current health status and other records of assessments/evaluations conducted prior to the referral.

Service Coordinator Responsibilities

The Service Coordinator performs the following to coordinate a family's evaluation process:

- Obtains the parent/guardian's written Consent for releases of information, to and from participating agencies and professionals, as needed.
- Gathers family information regarding the child.
- Explores with the family the available options for the funding of services including other federal, state, local, and private resources. All assessments/evaluations used to determine eligibility are at no cost to the family.
- Assists family with annual completion of the Financial Resources for Early Intervention form to authorize access to third-party payees.
- Provides the family with the System of Payment Policy.

Ensure documentation in the child's file to reflect the System of Payment policy was reviewed with the family.

- Contacts supervisor or other designated person for authorization when circumstances indicate the Infant Toddler Program, as "payer of last resort," is the responsible party.
- Schedules evaluations that are based on the reason(s) for the referral and the suspected delay or disability.

Appropriate evaluations previously conducted by qualified personnel before referral to the Infant Toddler Program may be used for the evaluation process.

These evaluations must reflect the child's current functioning level.

The Infant Toddler Program is not financially responsible for evaluations conducted prior to the initial referral.

- Discusses with family when and how the results of the evaluations will be shared.
- Obtains written Consent for the evaluations using the Consent for Screening, Evaluation, or Assessment form, provides Prior Written Notice of the evaluations using the Prior Written Notice form, and reviews Parent Rights with the family using the Idaho Infant Toddler Program Family Safeguards Brochure.
- Ensures the completed Prior Written Notice form and the Consent for Screening, Evaluation, or Assessment form is included in the child's permanent record, and that there is documentation to indicate that Parent Rights were reviewed with the family.
- Documents in the child's permanent record if family declines evaluation; including reason(s), date, and signature of assigned Service Coordinator.